

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]

DATE: 11 October 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - September 1948

The following report covering activities of the Transportation Division during the month of September is submitted pursuant to your request.

## 1. Status of personnel:

- (a) T/O as of 1 September 1948 - 58 positions
- (b) Total number actually on duty by sections

Office of the Chief	2
Shipping Section	2
Motor Pool	48

- (c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs)	5
" " (Dispatcher)	1
" " (Truck Drivers)	2

Above indicates eight pending actions of which two (chauffeurs) are excess over our T/O. One of these, [REDACTED] Jr., will be cancelled inasmuch as the Personnel Branch has been unable to contact him. The other, [REDACTED], desired to wait until he was fully cleared before reporting for duty. It is expected that we will have a vacancy for him when and if he does clear.

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During the month we had two chauffeurs and one truck driver, Tractor-trailer, report for duty. The chauffeurs were to fill vacancies created by the increase in T/O while the truck driver was a replacement for a vacancy due to resignation. We still have one vacancy for a Tractor-trailer driver and one for an ordinary truck driver but have two applicants whose actions are pending in Personnel Branch.

Since the reassignment of vehicles in accordance with Administration Instruction No. 40-20, dated 30 August 1948, as amended, and the establishment of the revised shuttle service, the Motor Pool has been operating very satisfactorily, and performing its duties without any complaints.

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2. Truck Operations

The following truck operations were performed during the month:

6 trips to New York  
5 Trips to Jersey City  
9 Trips to Baltimore  
244 local hauls in and around Washington

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3. The following is a report of the activities of the Garage and the Que Bldg. Motor Pool.

(a) Garage

Repair Jobs 11  
Labor \$ 215.00  
Parts \$ 93.83

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Repair Jobs performed outside

Labor \$ 61.70  
Parts \$ 79.08

Maintenance Work

Cars washed 50  
Cars lubricated 33  
Other service jobs 136  
Labor \$ 1055.80  
Parts 28.32

Total value of labor performed in the garage during the month was \$ 1270.80. This work was performed by personnel with salaries totaling \$1028.50 indicating a saving of \$242.30.

(b) Que Building Motor Pool

993 - Total Trips made  
47.2 - Average number trips per day  
7699 - Total miles operated  
366.6 - Average miles per day  
7.7 - Average miles per trip  
43.9 - Average time per trip

During the month we had an average of 1.5 calls per day for service which were delayed but again there were no requests for service actually refused due to non-availability of cars. Those calls for cars which could not immediately be taken care of were all serviced within a few minutes after the request was first received and I had no complaints along this line during the month.

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4. Following is a report of number of passengers carried on our shuttle service since the rearrangement of the schedule - effective 7 September 1948

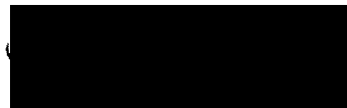
223<sup>1</sup>/<sub>4</sub> - Total passengers carried  
124.1 - Average passengers per day

Forty-five(45) passengers carrying vehicles operated a total of 27, 067 miles while twenty-eight (28) trucks operated a total of 13, 018 miles during the month.

Volume of work and flow of personnel through the shipping Section for the month was as follows:

Rail Reservations	- 39
Airline Reservations	- 22
Hotel Reservations	- 13
Fare Quotations	-236
Persons processed overseas	- 5
Travel Requests	- 88

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Chief, Transportation Division